

## **Court Compliance Clerk**

Blaine County has an opening for a Court Compliance Clerk. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3<sup>rd</sup> floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at [www.blainecounty-mt.gov](http://www.blainecounty-mt.gov). All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office no later than **4:00 p.m. on Monday, November 14, 2022.**

Blaine County is an Equal Opportunity Employer.

**Court Compliance Clerk  
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00, with a 1-hour lunchbreak. Modification of work week may occur depending on weather conditions and is at the discretion of the supervisor.
Salary:	<p>\$21.72 per hour: \$45,177.60 annually</p> <p>***85% is for the first six (6) months: \$18.46 an hour</p> <p>***90% is for month 7 to 12: \$19.55 per hour</p>
Health Insurance:	County contributes \$1,035 towards health insurance. A variety of plans are available. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.47% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	12 months

**BLAINE COUNTY  
POSITION DESCRIPTION**

**POSITION:** Court Compliance Officer

**DEPARTMENT:** Blaine County Justice Court

**ACCOUNTABLE TO:** Blaine County Justice of the Peace

**HOURS OF WORK:** Monday – Friday; 8 a.m. – 5 p.m.  
with a 1-hour lunchbreak.

**UPDATED:** October 28, 2022

**Job Summary:** The Blaine County Court Compliance Officer's duties are to monitor and supervise compliance by Defendants with all requirements of valid court orders and to report non-compliance and/or completion to the Court of jurisdiction and/or the prosecuting authority within that jurisdiction.

**Nature of work:** This position is a highly responsible clerical, administrative and legal support job that includes performing moderate and complex duties associated with the operation of the Justice Court, such as scheduling, maintaining court files, performing clerical duties both manually and electronically, and maintaining financial payments. The job deals with both public information and sensitive information that requires adherence to standards of confidentiality and requires attention to detail and timeliness. Excellent organizational skills and sound judgment are beneficial. The job may be stressful at times.

**Personal Contacts:** Daily contact with the Justice of the Peace, Justice of the Peace Court Administrator, other employees, and the public.

**Supervision:** Supervision from the Blaine County Justice of the Peace in the form of frequent contact by face to face, telephone, or email as needed.

**Essential Functions (Major Duties or Responsibilities) and Non-Essential Function:** *These duties are not all inclusive of all duties that the incumbent performs.*

- Answer multi-line telephone.
- Organize and prepare new case files in accordance with established procedures.
- Organize, draft and monitor time pay agreements.
- Organize, draft and monitor community service agreements.
- Draft warrants for non-compliance.
- Monitor participation in CDC evaluations, ACT program, Anger Management programs, and CDC Treatment programs.
- Monitor compliance of Court ordered incarceration and/or house arrest.
- Order testing by law enforcement for suspicion of alcohol and/or drug use by Defendants.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.

- Ability to follow written and verbal instruction.
- Make appropriate decisions.
- To locate, apply and interpret applicable laws.
- Ability to provide legal information to plaintiffs and defendants through the Justice Court process without providing legal advice.
- Maintain records.
- Administer oaths.
- Schedule hearings.
- Search records.
- Balance books.
- Operate the Full Court Case Management System, Full Court Jury Program, and Microsoft Word.
- File and scan documents.
- Operate standard office equipment.
- Notify Defendants by Summons and Show Cause Orders of delinquencies or deficiencies in complying with valid court orders issued by any court facilitated by this position. (i.e. – Justice Courts, Municipal Courts, City Courts, District Courts, Juvenile Probation.)
- Liaison with community service providers. (i.e. – Government, Tribal, Religious, Elderly, etc.)
- Liaison with Department of Family Services, HRDC, Domestic Violence programs for necessary services for clients.
- Directly supervise or arrange supervision for Defendants' performing community service.
- Attending Court proceedings, swearing in all witnesses, operating the tape recorder, and taking notes to properly type the Order/Sentence or Judgments.
- Travel to occasional trainings.
- Supervise Defendants' compliance with court ordered conditions.
- Conduct criminal record checks in accordance with deferred sentences.
- Create correspondence and manage the distribution of copies of all case files to attorneys and defendants.
- Manage civil and small claims proceedings by filing the complaints, setting them for trial and typing all summons, judgments, and executions necessary.
- Advising clients and defendants of the process and procedures in filing civil and small claims cases.
- Keeping accurate records of all court proceedings, citations, and their dispositions.
- Receipting money and seeing that it is distributed to the proper accounts along with managing monthly/yearly reports and budgets.
- Setting trials, managing the court calendar and the Judge's schedule.
- Calling in a jury and call off a jury in appropriate cases.
- Creating order/sentences, warrants of arrest and other miscellaneous documents.
- Keeping the Sheriff's Office, Highway Patrol, and City Policy Departments updated with current warrant of arrests issued by the Court.
- Maintain appropriate security and confidentiality of information created or encountered in the performance of assigned duties.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Work requires the ability to speak clearly, hear, physically manipulate telephone and computer equipment.
- Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and occasionally lifting/carrying up to 25-50 lbs.

**Additional Duties – SCRAM Related (Will Attend Training):**

- 24/7 monitoring of clients, including receiving alerts of violations and informing law enforcement or other entities. (This requires working outside of regular business hours.)
- Equipment inventory, equipment cleaning and maintenance.
- Ordering consumable supplies and maintaining stock.
- Fitting clients with bracelets and training them on proper use.
- Adjusting or removing bracelets, as necessary.
- Travelling outside of Chinook to perform maintenance on or to download information from bracelets.
- Training emergency personnel and law enforcement on identification and necessary removal of equipment from clients and their residences.
- All billings tasks associated with SCRAM products and program usage.
- Generally, run program as prescribed by Alcohol Monitoring Systems.

**Knowledge, Skills and Abilities:**

- **Knowledge:** Working knowledge of office practices and procedures, business English, spelling and arithmetic, bookkeeping, record keeping and accounting procedures. The job requires knowledge of public service activities; the organization, policies and methods of county government; the proper use and care of telephone equipment; basic mathematics; the English language, spelling and word usage; and the geography of the county including the locations of towns, cities and communities, major and minor roadways/highway and like information.
- **Skills:** This position requires skills in keyboarding, calculator, computer (Microsoft Word, Outlook, Excel), microfilm readers, scanners and use of typical office machines.
- **Abilities:** This position requires the ability to: focus on details and accuracy; deal with the public in often stressful situations; perform duties in a timely manner; use discretion; maintain confidentiality; have common sense; schedule and coordinate; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationship with fellow employees, supervisors and the public.

**Job Performance Standards:** Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance standards include, but are not limited to, the following:

- Perform duties as assigned.
- Accurately and in a timely manner, process court documents.
- Helps maintain an efficient and effective office environment.
- Ensures the confidentiality of court records and proceedings.
- Observes work hours.
- Demonstrates punctuality.
- Displays tact, consideration and cooperation when dealing with the public.
- Establishes and maintains an effective working relationship with fellow employees, supervisors, and the public

**Education and Experience:**

- The job **requires** education and experience equivalent to a high school diploma or General Education Development (GED) certificate.